KA / BG-GPO/2515/WPP-47/2006-2008



ಕರ್ನಾಟಕ ರಾಜ್ಯಪತ್ರ

ಅಧಿಕೃತವಾಗಿ ಪ್ರಕಟಿಸಲಾದುದು

ಸಂಪುಟ ೧೪೨	ಬೆಂಗಳೂರು, ಗುರುವಾರ, ಆಗಸ್ಟ್ ೯, ೨೦೦೭ (ಶ್ರಾವಣ ೧೮, ಶಕ ವರ್ಷ ೧೯೨೯)	ಸಂಚಿಕೆ ೩೨

ಭಾಗ–೪

ಕೇಂದ್ರದ ವಿಧೇಯಕಗಳು ಮತ್ತು ಅವುಗಳ ಮೇಲೆ ಪರಿಶೀಲನಾ ಸಮಿತಿಯ ವರದಿಗಳು, ಕೇಂದ್ರದ ಅಧಿನಿಯಮಗಳು ಮತ್ತು ಅಧ್ಯಾದೇಶಗಳು, ಕೇಂದ್ರ ಸರ್ಕಾರದವರು ಹೊರಡಿಸಿದ ಸಾಮಾನ್ಯ ಶಾಸನಬದ್ಧ ನಿಯಮಗಳು ಮತ್ತು ಶಾಸನಬದ್ಧ ಆದೇಶಗಳು ಮತ್ತು ರಾಷ್ಟ್ರಪತಿಯವರಿಂದ ರಚಿತವಾಗಿ ರಾಜ್ಯ ಸರ್ಕಾರದವರಿಂದ ಪುನಃ ಪ್ರಕಟವಾದ ಆದೇಶಗಳು.

PERSONNEL AND ADMINISTRATIVE REFORMS SECRETARIAT

NOTIFICATION

No. DPAR 206 SAS 2007, Bangalore, Dated: 26th May 2007

Government of India Ministry of Personnel Public Grievances and Pensions Department of Personnel and Training

New Delhi, Dated the 14th March, 2007

G.S.R. 197 (E). - In exercise of the powers conferred by sub-section (1) of section 3 of the All India Services Act, 1951, (61 of 1951), and in supersession of the All India Services (Confidential Rolls) Rules, 1970, except as respect things done or omitted to be done before such supersession, the Central Government, after consultation with the Governments of the States concerned, hereby makes the following rules, namely: -

1. Short title, commencement and application.- (1) These rules may be called the All India Services (Performance Appraisal Report) Rules, 2007.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. Definitions. - In these rules, unless the context otherwise requires;-

(a) “accepting authority” means the authority which supervises the performance of the reviewing authority as may be specifically empowered in this behalf by the Government;

(b) “benchmark score” shall mean the minimum numerical weighted mean score arrived at for overall grading above which an officer shall be regarded as fit for promotion or empanelment, as the case may be, to the next higher grade;

(c) “empanelment” means the process of assessing the suitability for appointment at the level of Joint Secretary and above as well as equivalent posts in the Government of India;

(d) ”Government” means, –

(i) In the case of a member of the Service serving in connection with the affairs of a State, or who is deputed for service in any company, association or body of individuals whether incorporated or not,

which is wholly or substantially owned or controlled by the Government of a State, or in a local authority set up by an Act of the Legislature of a State, the Government of that State;

(ii) in any other case, the Central Government;

(e) "member of the Service" means a member of an All India Service as defined in section 2 of the All India Services Act, 1951 (61 of 1951);

(f) "performance appraisal report" means the performance appraisal report referred to in rules 4 and 5;

(g) "performance appraisal dossier" means the compilation of the performance appraisal reports written on a member of the Service, referred to in rule 3, and includes such other documents as may be specified by the Central Government, by general or special order, in this behalf;

(h) "promotion" means appointment of a member of the Service to the next higher grade over the one in which he is serving at the relevant time;

(i) "referral board" means a board consisting of officers of the Service designated by the Central Government for cases relating to all officers of the Service on Central deputation, or for officers of State cadres serving in the State, specified in Schedule 3;

(j) "reporting authority" means such authority or authorities supervising the performance of the member of the Service reported upon as may be specifically empowered in this behalf by the Government;

(k) "reviewing authority" means such authority or authorities supervising the performance of the reporting authority as may be specifically empowered in this behalf by the Government;

(l) "Schedule" means the Schedule annexed to these rules;

(m) "State" means a State specified in the First Schedule to the Constitution and includes a Union Territory;

(n) "State Government" means the Government of the State on whose cadre the member of the Service is borne and in relation to a member of the Service borne on a Joint Cadre, the Joint Cadre Authority.

3. Maintenance and custody of performance appraisal dossier. - A comprehensive performance appraisal dossier shall be maintained for each member of the Service by the State Government and the Central Government in the manner specified under these rules and the performance appraisal dossier shall consist of the documents specified in Schedule 1.

4. Form of the performance appraisal report. - (1) The reporting authority shall write the performance appraisal report in such form as may be specified by the Central Government in Schedule 2 and the officer reported upon and the reporting, reviewing and accepting authority shall ensure that the portions of the forms which are to be filled in by them are completed by them within the time limit specified in this behalf by the Central Government:

Provided that the Central Government may make such additions in the form or the cut-off dates so specified as may be considered necessary or desirable.

Provided further that the performance appraisal report shall also be written in such form as may be specified in this behalf by the Central Government for the members of the Service on deputation and be treated as mandatory input for empanelment and promotion and placed in the performance appraisal dossier:

Provided also that the performance appraisal report shall also be written for members of Service who are on training or study leave in such form as may be specified in this behalf by the Central Government.

5. Performance appraisal reports.- (1) A performance appraisal report assessing the performance, character, conduct and qualities of every member of the Service shall be written for each financial year or as may be specified by the Government in the Schedule 2:

Provided that a performance appraisal report may not be written in such cases as may be specified by the Central Government, by general or special order:

Provided further that if a performance appraisal report for a financial year is not recorded by 31st of December of the year in which the financial year ended, no remarks may be recorded thereafter and the officer may be assessed on the basis of the overall record and self assessment for the year, if he has submitted his self-assessment on time.

(2) Subject to the provisions of sub-rule (4), a performance appraisal report shall also be written when either the reporting or reviewing authority or the member of the Service reported upon relinquishes charge of the post, and, in such a case, it shall be written at the time of the relinquishment or ordinarily within one month of such relinquishment.

(3) Where more than one performance appraisal reports are written on a member of the Service during the course of a financial year each such report shall indicate the period to which it pertains:

Provided that only one report shall be written on a member of the Service for a particular period during the course of the financial year and there shall be a single reporting, reviewing and accepting authority at each level of assessment which shall be specified in the channel for writing performance appraisal reports by the concerned Ministries and State Governments and in no circumstances more than one person shall write the performance appraisal reports in the capacity of reporting, reviewing or accepting authority for a given period of time:

Provided further that if more than one person of the same superior level supervises the performance of the member of Service, the Government shall identify the person to report or review well in advance of the relevant assessment year.

(4) Where the reporting authority has not seen, but the reviewing authority has seen the performance of a member of the Service for at least three months during the period for which the performance appraisal report is to be written the reviewing authority shall write the performance appraisal report of any such member for any such period.

(5) Where, both the reporting authority and the reviewing authority have not seen and the accepting authority has seen, as referred to in sub-rule (4), the performance of any such member, the accepting authority shall write the performance appraisal of any such member during such period.

(6) Where the reporting authority, the reviewing authority and the accepting authority have not seen the performance of a member of the Service for at least three months during the period for which the report is to be written, the Government shall make an
entry to that effect in the performance appraisal report for any such period.

(7) Notwithstanding anything contained in sub-rules (1), (2), (4) and (5), it shall not be competent for the reporting authority, the reviewing authority or the accepting authority to write a performance appraisal report after he demits office where the authority writing the performance appraisal report is not a Government servant.

Explanation. - For the purposes of this rule, “a Minister” shall not be construed as having demitted the office if he continues to be a Minister in the Council of Ministers with a different portfolio or in the Council of Ministers immediately reconstituted after the previous Council of Ministers of which he was a Minister with the same or a different portfolio provided the Prime Minister or the Chief Minister, as the case may be, continues in office.

6. Review of the performance appraisal report. - (1) The reviewing authority shall record his remarks on the performance appraisal report, within the timeframe specified in the Schedule 2.

(2) Where the report is written by the reviewing authority under sub-rule (4) of rule 5, or where the reviewing authority has not seen, and the accepting authority has seen, the performance of a member of the Service for at least three months during the period for which the performance appraisal report is written, the accepting authority shall review the performance appraisal report of any such member for any such period within the timeframe specified in the Schedule 2.

(3) It shall not be competent for the reviewing authority, or the accepting authority, to review any such performance appraisal report unless it has seen the performance of the member of the Service for at least three months during the period for which the report has been written, and in every such case an entry to that effect shall be made in the performance appraisal report.

(4) Notwithstanding anything contained in sub-rules (1) and (2), it shall not be competent for the reviewing authority or the accepting authority to review any such performance appraisal report-

(a) Where the authority reviewing the performance appraisal report is a Government servant, after one month of his retirement from service, and

(b) In other cases, after one month of the date on which he demits office.

Explanation. - For the purposes of this rule, "a Minister" shall not be construed as having demitted the office if he continues to be a Minister in the Council of Ministers with 5 a different portfolio or in the Council of Ministers immediately reconstituted after the previous Council of Ministers of which he was Minister with the same or a different portfolio provided the Prime Minister or the Chief Minister, as the case may be, continues in office.

7. Acceptance of the Performance Appraisal Report. - (1) The accepting authority shall within the timeframe specified in Schedule 2, record his remarks on the performance appraisal report and may accept it, with such modifications as may be considered necessary, and countersign the report:

Provided that where the accepting authority has not seen the performance of any member of the Service for at least three months during the period for which the performance appraisal report has been written, it shall not be necessary for the accepting authority to accept any such report and an entry to this effect shall be made in the performance appraisal report.

(2) Notwithstanding anything contained in sub-rule (1), it shall not be competent for the accepting authority to accept and countersign any such performance report-

(a) where the accepting authority is a Government servant, after one month of his retirement from service, and

(b) in other cases, one month after the date on which he demits the office.

(3) When the performance appraisal report be not written or revised.Notwithstanding anything contained in rule 5 or rule 6, where the accepting authority writes or reviews the performance appraisal report of any member of the Service, it shall not be necessary to review or accept any such report.

8. Communication of the performance appraisal report to the Central Government and the State Government. - A certified true copy of the performance appraisal report shall be sent to the Central Government or the State Government or both to the Central Government and the State Government, according as the member of the Service is serving in connection with the affairs of the State, on whose cadre he is borne, or the Union, or a State to which he has been deputed under sub-rule (1) of rule 6 of the respective All India Services Cadre Rules:

Provided that if the performance appraisal report is written in a language other than Hindi or English, it shall be accompanied by an authentic certified translation in Hindi or English.

9. Disclosure of performance appraisal report to the officer reported upon and procedure for representation to the Referral Board. - (1) The full annual performance appraisal report, including the overall grade and assessment of integrity, shall be disclosed to the officer reported upon after finalisation by the accepting authority to enable the officer reported upon to represent his case.

(2) The officer reported upon may have the option to give his comments on the performance appraisal report in writing to the accepting authority within fifteen days of the receipt of the Performance Appraisal Report.

(3) The comments shall be restricted to the specific factual observations contained in the Performance Appraisal Report leading to the assessment of the officer in terms of attributes, work output and competency.

(4) The accepting authority shall within fifteen days of receipt of comments from the officer reported upon forward the same to the reviewing and the reporting authority and call for their views on the comments.

5) The reporting authority shall, within fifteen days of receipt of comments from the officer reported upon forward his own views on the comments to the reviewing authority failing which it shall be presumed that he has no views thereon.

(6) The reviewing authority shall forward the comments of the officer reported upon along with the views of the reporting authority and his own views to the accepting authority within fifteen days of receipt of the views of the reporting authority.

(7) The accepting authority shall consider the comments of the officer reported upon, the views of the reporting authority and the reviewing authority and after due consideration may accept them and modify the performance appraisal report accordingly and the decision and final grading shall be communicated to the officer reported upon within fifteen days of receipt of the views of the reviewing authority.

(8) (a) In case the officer reported upon chooses to represent against the final assessment conveyed to him according to this procedure, he may represent his case through the accepting authority for a decision by the Referral Board, as specified in the Schedule 3, within one month, provided that such representation shall be confined to errors of facts.

(b) The representation of the officer reported upon along with the views of the reporting authority, the reviewing authority and the accepting authority shall be forwarded to the Referral Board on the request of the officer reported upon within a period of fifteen days of receipt of communication.

(9) (a) The Referral Board shall consider the representation of the officer reported upon in the light of the comments of the reporting authority, the reviewing authority and the accepting authority and confirm or modify the performance appraisal report, including the overall grade and the decision of the Referral Board shall be confined only to errors of facts and the decision of the Referral Board shall be final.

(b) In case an entry or assessment is upgraded or down graded, reasons for the same shall be recorded in the performance appraisal report.

(10) The entire performance appraisal report, including the overall grade, shall thereafter be communicated to the officer reported upon which shall conclude the process of assessment and no urther representation of any kind shall be entertained thereafter.

10. Memorial against assessment. - Nothing in these rules shall be deemed to preclude an officer from making a memorial to the President on the Performance Appraisal Report, as provided under rule 25 of the All India Services (Discipline and Appeal) Rules, 1969.

11. General. - The Central Government may issue instructions, not inconsistent with the provisions of these rules, or as it may consider necessary, with regard to the writing of the performance appraisal reports, the maintenance of the performance appraisal dossier and the effect of the performance appraisal reports on the conditions of service of a member of the Service.

SCHEDULE 1

[See rule 3]

Documents to be maintained in the Performance Appraisal Dossier

{i} A Curriculum Vitae to be updated annually on the basis of the performance appraisal reports and a five-yearly Curriculum Vitae update submitted by the officer reported upon

(ii) The performance appraisal reports earned throughout the career.

(iii) Certificates of training, academic courses attended after joining service, study leave

(iv) Details of books, articles and other publications.

(v) Appreciation letters from Government or Secretary or Head of Department or special bodies or Commissions.

(vi) Reports of medical check-ups.

(vii) Copy of order imposing any of the penalties specified in the All India Services (Discipline and Appeal) Rules, 1969 and final result of inquiry into allegations and charges against a member of the Service.

(viii) Warnings or displeasure or reprimands of the Government

SCHEDULE 2

[See rule 4]

Forms for Performance Appraisal Report

Appendix – Performance Appraisal Report Forms and Proforma for Health check up for the Indian Administrative Service

1) Form I and general guidelines for filling up the Performance Appraisal Report form for the Indian Administrative Service officers except the level of Secretary or Additional Secretary or equivalent to Government of India

2) Form II and general guidelines for filling up the Performance Appraisal Report form for the Indian Administrative Service officers of the level of Secretary or Additional Secretary or equivalent to Government of India

3) Form III for the Indian Administrative Service officers who are on deputation under rule 6(2)(ii) of the IAS (Cadre) Rules, 1954

4) Form IIIA Performance Report on study leave/leave for study for Indian Administrative Service officers

5) Form IIIB Performance report on training (applicable for the Indian Administrative Service officers).

6) Form IV Proforma for Health check up for the Indian Administrative Service officers.

SCHEDULE 3

[See rule 2 (i)]

Composition of the Referral Board

For IAS

(a)	In respect of officers working in the States -	
(i)	Chief Secretary of the State	Chairperson
(ii)	Senior most Secretary in the State	
(iii)	Secretary (Appointments)	Member
(b)	In respect of officers working in the Centre -	Member
(i)	Cabinet Secretary	Chairperson
(ii)	Secretary (Personnel)	Member
iii)	Establishment Officer	Convener

For IPS

(a)	In respect of officers working in the States -	
(i)	Chief Secretary of the State	Chairperson
(ii)	Director General of Police	Member
(iii)	Secretary (Appointments)/Secretary (PAR)	Convener
(b)	In respect of officers working in the Centre -	
(i)	Cabinet Secretary	Chairperson
(ii)	Secretary (Personnel)	Member
(iii)	Establishment Officer	Convener

For IFS

(a)	In respect of officers working in the States -	
(i)	Chief Secretary of the State	Chairperson
(ii)	Senior most Chief Conservator of Forests in the State	Member
(iii)	ACS/Principal Secretary	Member
(iv)	Secretary (Appointments)	Convener
(b)	In respect of officers working in the Centre -	
(i)	Cabinet Secretary	Chairperson
(ii)	Secretary (Personnel)	Member
(iii)	Establishment Officer	Convener

Form I

[See rule 4]

The All India Services (Performance Appraisal Report) Rules, 2007

(Applicable for All IAS officers except the level of Secretary or Additional Secretary or equivalent to Government of India)

Performance Appraisal Report for the period from _________ to __________

Section I – Basic Information

(To be filled in by the Administration Division/Personnel Department)

1. Name of the officer reported upon:							
2. Service:		3. Cadre:		4. Year of allotment:		5. Date of Birth:	
6. Present Grade:		7. Present post:					
8. Date of appointment to present post:							

9. Reporting, Reviewing and Accepting Authorities

	Name & Designation	Period worked
Reporting Authority		
Reviewing Authority		
Accepting Authority		

10.Period of absence on leave, etc.

	Period	Type	Remarks
On Leave (specify type)			
Others (specify)			

11.Training Programs attended

Date from	Date to	Institute	Subject

12. Awards/Honours

13. Details of PARs of AIS officers not written by the officer as reporting/reviewing authority for the previous year

14. Date of filing the property return for year ending December

15. Date of last prescribed medical examination (for officers over 40 years of age) (Attach copy of Part 'C' of Report)

Signature on behalf of Admn/Personnel Dept

Date:

Section II – Self Appraisal

1.Brief description of duties:

(Objectives of the position you hold and the tasks you are required to perform, in about 100 words)

2.Annual work plan and achievement:

Tasks to be performed	Deliverables1[1]		Actual Achievement 2[2]
	Initial3[3]	Mid year4[4]	

3.During the period under report, do you believe that you have made any exceptional contribution, e.g. successful completion of an extraordinarily challenging task or major systemic improvement (resulting in ---

1[1] Deliverables refer to quantitative or financial targets or verbal description of expected outputs.

2[2] Actual achievement refers to achievement against the specified deliverables in respect of each task (as updated at mid-year). No explanations for divergences are to be given in this table.

3[3] Initial listing of deliverables are to be finalized within 1 month of the start of the period under report.

4[4] Mid year listing of deliverables are to be finalized within 6 months of the start of the period under report.

significant benefits to the public and/or reduction in time and costs)? If so, please give a verbal description (within 100 words):

4.What are the factors that hindered your performance?

5. Please indicate specific areas in which you feel the need to upgrade your skills through training programs:

For the current assignment:

For your future career

Please Note: You should send an updated CV, including additional qualifications acquired/ training programs attended/ publications/ special assignments undertaken, in a prescribed proforma, to the cadre controlling authority, once in 5 years, so that the records available with the cadre controlling authority remain updated.

6. Declaration

Have you filed your immovable property return, as due. If yes, please mention date. Yes/No Date

Have you undergone the prescribed medical check up? Yes/No

Have you set the annual work plan for all officers for the current year, in respect of whom you are the reporting authority? Yes/No

Signature of officer reported upon

Date:

Section III **Appraisal**

1.Please state whether you agree with the responses relating to the accomplishments of the work plan and unforeseen tasks as filled out in Section II. If not, please furnish factual details.

2.Please comment on the claim (if made) of exceptional contribution by the officer reported upon.

3. Has the officer reported upon met with any significant failures in respect of his work? If yes, please furnish factual details.

4.Do you agree with the skill up-gradation needs as identified by the officer?

5. Assessment of work output (This assessment should rate the officer vis-à-vis his peers and not the general population.

Grades should be assigned on a scale of 1-10, in whole numbers, with 1 referring to the lowest grade and 10 to the best grade. Weightage to this Section will be 40%).

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i. Accomplishment of planned work			
Ii Quality of output			
iii. Accomplishment of exceptional work / unforeseen tasks performed Overall Grading on 'Work Output'			

6. Assessment of Personal Attributes (on a scale of 1-10. Weightage to this Section will be 30%).

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i. Attitude to work			
ii Sense of responsibility			
iii Overall bearing and personality			
Iv Emotional stability			
V Communication skills			
vi Moral courage and willingness to take a professional stand			
vii. Leadership qualities			
viii. Capacity to work in time limit			
Overall Grading on Personal Attributes			

7. Assessment of Functional Competency (on a scale of 1-10. Weightage to this Section will be 30%).

	Reporting Authority	Review Authority	Initial of Reviewing Authority
i. Knowledge of laws/rules/procedures/ IT skills and awareness of the local norms in the relevant area			
ii. Strategic planning ability			
iii. Decision making ability			
iv. Initiative			
v. Coordination ability			
vi. Ability to motivate and develop subordinates / work in a team.			
Overall Grading on 'Functional competency'			

8.Integrity

Please comment on the integrity of the officer:

9. Pen picture by Reporting Officer. Please comment (in about 100 words) on the overall qualities of the officer including areas of strengths and lesser strengths and his attitude towards weaker sections.

10. Recommendation relating to domain assignment (Please tick mark any four)

Agriculture and Rural Development	Public Finance & Financial Management
Social Development	Industry and Trade
Culture and Information	Internal Affairs and Defence
Natural Resource Management	Housing & Urban Affairs
Energy and Environment	Personnel & General Administration, Governance Reform, Regulatory Systems
Communication Systems and Connectivity Infrastructure	Science & Technology

11. Overall grade (on a score of 1-10)

Signature of Reporting Authority

Date:

Section IV – Review

1. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in section III? Do you agree with the assessment of the reporting officer in respect of extraordinary achievements and/or significant failures of the moS / officer reported upon?

(In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in that section and initial your entries).

Yes	No

2. In case of difference of opinion details and reasons for the same may be given.

3. Pen picture by Reporting Officer. Please comment (in about 100 words) on the overall qualities of the officer including areas of strengths and lesser strengths and his attitude towards weaker sections.

4. Recommendation relating to domain assignment (Please tick mark any four)

Agriculture and Rural Development	Public Finance & Financial Management
Social Development	Industry and Trade
Culture and Information	Internal Affairs and Defence
Natural Resource Management	Housing & Urban Affairs
Energy and Environment	Personnel & General Administration, Governance Reform, Regulatory Systems
Communication Systems and Connectivity Infrastructure	Science & Technology

5. Overall grade on a scale of 1-10

Signature of Reviewing Authority

Date:

Section V Acceptance

1. Do you agree with the remarks of the reporting / reviewing authorities?

Yes	No

2. In case of difference of opinion details and reasons for the same may be given.

3. Overall grade (on a score of 1-10) [ ]

Date Signature of Accepting Authority

General guidelines for filling up the PAR form for IAS officers except the level of Secretary or Additional Secretary or equivalent to the Government of India.

1. Introduction

1.1. The Performance Appraisal Report is an important document. It provides the basic and vital inputs for further development of an officer. The officer reported upon, the Reporting Authority, Reviewing Authority and the Accepting Authority should therefore, undertake the duty of filling up the form with a high sense of responsibility.

1.2 Performance appraisal should be used as a tool for career planning and training, rather than a mere judgmental exercise. Reporting Authorities should realize that the objective is to develop an officer so that he/she realizes his/her true potential. It is not meant to be a faultfinding process but a developmental tool. The Reporting Authority, the Reviewing Authority and the Accepting Authority should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.

1.3 The columns should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the higher authorities.

1.4 Although the actual documentation of performance appraisal is a year-end exercise, in order that it may be a tool for human resource development, career planning and training, rather than a mere judgmental exercise, the Reporting Authority and the officer reported upon should meet during the course of the year at regular intervals to review the performance and to take necessary corrective steps.

2. Section-I

2.1 This Section should be filled up in the Administration Division/Personnel Deptt. Period of report could either be the entire reporting year, namely, from 1st of April to 31st March or a part of the year (exceeding 3 months). In case the period of report is a full year, it should be indicated accordingly; for example, 2007-2008. In case the period of report is less than the entire year, specific start and end dates should be indicated, for example, 10th September 2007 – 31st March 2008.

2.2 Information on the present grade (pay-scale) as well as present post (actual designation and organization) and the date from which he/she has been on his/her present post needs to be mentioned.

2.3 In the table relating to reporting, reviewing and accepting authorities the name and designation of the reporting and reviewing authorities should be mentioned so that the officer reported upon is clear about whom he/she is required to send the report.

2.4 The period of absence from duty, on leave, training, or for other reasons, should also be mentioned in this section in the table provided for the purpose. Details of the training attended, date of filing of property returns and whether the officer reported upon has reported/reviewed and the annual performance report of all his/her subordinate officers for the previous year should be mentioned in the table for the purpose.

2.5 This Section provides for regular annual medical examination. The health check is mandatory for all officers above the age of 40 and may be totally dispensed with officers below the age of

40, except in case of medical incident. A copy of Part C of the health check up report is to be attached to the PAR Form by the Admin./Personnel Deptt. and a copy provided to the member of the Service. The format of the health check up is given at Schedule 2.

3. Section-II

3.1 The officer reported upon is first required to give brief description of his/her duties and responsibilities, which would normally not exceed about 100 words. Ideally, this should be in bullet form.

3.2 All officers are required to develop a work plan for the year and agree upon the same with the reporting officer. The work plan should incorporate the relative annual work rhythm and budgetary cycle. This exercise is to be carried out at the beginning of the year and finalized by 30th April, positively. In case of a change of the reporting officer during the year, the work plan agreed with the previous reporting officer would continue to apply. The work plan agreed upon at the beginning of the year has to be reviewed again during the month of September/October as a mid-year exercise and finalized by 31st October. Based on this review the work plan may undergo some changes from that originally prepared.

3.3 After the work plan is prepared, it is possible that the officer reported upon is transferred out. There need not be more than one work plan for one post each year. The period spent by the officer during the year and his contribution could be considered for evaluating his performance against the work plan. In the case of mid-term transfers, continuity and assessment of work and the lower performance profile in the first quarter should be taken into consideration.

3.4 The work plans, duly signed by the officer reported upon and the reporting authority has to be submitted to the reviewing authority for his/her perusal and custody. The performance appraisal form provides for an assessment of the accomplishments vis-à-vis the work plan agreed at the commencement of the year and reviewed mid- year. The officer reported upon is required to fill up the table provided for the purpose in Section-II.

3.5 It is not necessary that the work plan should be entirely quantitative in nature. While for field level posts, the work plan would consist essentially of quantifiable targets, for secretarial level posts it would consist of policy objectives to be achieved etc.

3.6 Section II also provides an opportunity for the officer to reflect upon his/her performance during the year and indicate one item which he/she thought was a significant contributions made by him/her during the year. It is always possible for any officer to make significant contribution even in activities otherwise regarded as routine in nature. Examples of such contribution may be the successful organization of a major event like the Kumbha Mela or successful conclusion of an activity that has been going on for a long time, or even successful dealing of an emergency (e.g. major earth quake/flood) would certainly be an exceptional contribution.

3.7 The officer reported upon is required to indicate specific areas in which he/she feels the need to upgrade skills and attend training programs. He/she should also mention the specific steps that he/she has taken or proposes to take to upgrade his/her skills in the identified area.

3.8 There is an increased emphasis on competency building in the new performance appraisal and career progression system. There would be a premium on competency and skill upgradation. Hence, all officers are advised, through a note in Section II, to keep the cadre controlling authority informed, at least once in five years, of all educational and training programs attended, including the details of marks/grades secured in such programs, details of professional papers published. These would be taken into account in the future career progression.

3.9 This Section also requires the officer reported upon to record certain certificates about submission of property returns, annual medical check up and setting up of annual work plan for whom he/she would be the reporting authority.

4. Section-III

4.1 Section III requires the reporting authority to comment on Section II as filled out by the officer reported upon, and specifically state whether he/she agrees with the responses relating to the accomplishments. In case of disagreement the reporting authority should highlight the specific portions with which he/she is unable to agree and the reasons for such disagreement.

4.2 This Section then requires the reporting authority to comment on the skill upgradation needs as identified by the officer.

4.3 Thereafter, this Section requires the reporting authority to record a numerical grade in respect of the workout put of the officer reported upon both in respect of the planned work as well as the unforeseen tasks. A numerical grade is also required in respect of the "quality" of the output. In doing so, the reporting authority should take into account the costs incurred (whether the officer reported upon has been cost conscious), the time taken and whether the laid down rules/procedures have been adhered to in accomplishing the tasks.

4.4 The reporting authority is also required to record a numerical grade in respect of work output, personal attributes and functional competencies.

4.5 Section III requires the reporting authority to comment on the integrity of the officer reported upon. In recording remarks with regard to integrity, he/she need not limit him/herself only to matters relating to financial integrity but could also take into account the moral and intellectual integrity of the officer reported upon. The following procedure should be followed in filling up the column relating to integrity:

(i) If the Officer's integrity is beyond doubt, it may be stated.

(ii) If there is any doubt or suspicion, the column should be left blank and action taken as under:

(a) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the Performance Appraisal Report to the next superior officer who will ensure that the follow up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state either that he/she had not watched the officer's work for sufficient time to form a definite judgement or that he/she has heard nothing against the officer, as the case may be.

(b) If, as a result of the follow up action, the doubts or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly in the Performance Appraisal Report.

(c) If the doubts or suspicions are confirmed, this fact should also be recorded and duly communicated to the officer concerned.

(d) If as a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed, the officers conduct should be watched for a further period and thereafteraction taken as indicated at (b) and (c) above.

4.6 The reporting authority is also required to record a descriptive pen-picture on the overall qualities of the officer reported upon and his/her performance including his attitude towards weaker sections. This need not exceed about 100 words and should try to cover overall qualities of the officer including areas of strengths and lesser strengths. The pen-picture is also meant to be a qualitative supplement to the quantitative assessments made earlier part of this section.

4.7 Reporting authority is then required to make recommendations relating to domain assignment. The list of domains is at para 10.

4.8 Finally, the reporting authority is required to record an overall grade. This should also be done on a scale of 1-10, with 1 referring to the lowest grade and 10 to the highest.

5. Section-IV

5.1 This Section is to be filled up by the reviewing authority. He/she is required to indicate if he/she agrees with the assessments made by the reporting officer. In case of disagreement,he/she may record his/her own assessment against the work output or any of the attributes in the column specifically provided for the purpose. In case of agreement, he/she need not fill in the column meant for him/her in the attributes/work output tables.

5.2 The reviewing authority is required to record a pen-picture, not exceeding about 100 words, on the overall qualities of the officer reported upon including areas of strengths and lesser strengths and his/her performance including his attitude towards weaker sections and recommendations relating to domain assignment. Finally he/she is required to record an overall grade in the scale of 1-10.

6. Section-V

6.1 This Section is to be filled by the accepting authority. He/she is required to indicate if he/she agrees with the assessments made by the reporting authority/reviewing authorities. In case of difference of opinion, he/she is required to give details and reasons for the same in the column specifically provided for the purpose in the table in Section V.

7. Numerical Grades

7.1 At several places, numerical grades are to be awarded by reporting and review authorities. These should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest. It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting, reviewing and accepting authorities should rate the officer against a larger population of his/her peers that may be currently working under them or would have worked under them in the past.

7.2 **Weightage & Mean**

Weights have been assigned to work output, personal attributes and functional competency. The overall grade will be based on the addition of the mean value of each group of indicators in proportion to weightage assigned.

8. Disclosure

8.1 There should be more openness in the system of appraisal. The annual PAR, including the overall grade and integrity, should be communicated to the officer reported upon after it has been finalized by the accepting authority.

8.2. **Representation**

The officer reported upon may have the option to give his comments on the PAR. Such comments may be restricted to the specific factual observations contained in the Performance Appraisal Report leading to the assessment of the officer in terms of attributes, competency and output. If comments are submitted, the Reporting/Reviewing/Accepting Authority would have the option to accept them and modify the PAR accordingly. If the comments are not accepted, the views of the Reporting/Reviewing/Accepting Authority would be communicated with reasons to the officer reported upon. Thereafter, only if the officer reported upon so desires, he may request for the matter to be forwarded to the Referral Board. The representation shall be confined to errors of facts and nothing else. The Referral Board shall give clear findings on the representation and take a final decision on the assessment, including the overall grading in regard to the parameters affected thereby. The decision along with details in case an entry is upgraded or down graded with, reasons for same may be recorded in the PAR and the same communicated to the officer reported upon. The decision of the Referral Board shall be final.

9. Schedule for completion of PARs of IAS Officers

9.1 The following schedule should be strictly followed: -

Reporting Year – Financial Year

Activity	Cut-off dates	
	Below Super Time Scale	Super Time Scale
Blank PAR form to be given to the officer reported upon by the Administration Division/Personnel Department, specifying the reporting officer and reviewing authority	1st April	1st May
Self appraisal for current year	30th April	31st May
Appraisal by reporting authority	31st May	30th June

Appraisal by reviewing authority	30th June	31st July
Appraisal by accepting authority	31st July	31st August
Disclosure to the officer reported upon	15th August	15th September
Comments of the officer reported upon, if any (if none, transmission of the PAR to the DOPT)	31st August	30th September
Forwarding of comments of the officer reported upon to the reviewing and the reporting authority by the accepting authority, in case the officer reported upon makes comments	15th September	15th October
Comments of reporting authority	30th September	31st October
Comments of reviewing authori ty	15th October	15th November
Comments of accepting authority/PAR to be finalized and disclosed to the officer reported upon. Representation to the Referral Board by the officer reported upon	31st October 30th November	30th November 31st December
Forwarding of representation to the Referral Board along with the comments of reporting authority/reviewing authority and accepting authority	15th December	15th January
Finalization by Referral Board if the officer reported upon represents against the decision of the Accepting Authority	15th January	15th February
Disclosure to the officer reported upon End of entire PAR Process	31st January 31st March	28th February 31st March

9.2 The completed PAR should reach the Cadre Controlling Authorities by 31st March the following year. The Cadre Controlling Authority will prepare a list of PARs not received and follow up with the Secretaries of the concerned Ministries and Chief Secretaries of the respective States.

9.3 Secretary (Personnel) in the State and the Establishment Officer in the Centre shall be the Nodal officers to ensure that the PARs of the members of Service, duly completed, are sent to the Cadre Controlling Authority by 31st March of the following year. They shall send a list each of the members of Service whose PARs are to be written and reviewed to the concerned Reporting/Reviewing/Accepting Authorities by 15th April every year to enable them to ensure completion of PARs within the time-schedule.

9.4. If a PAR relating to a financial year is not recorded by the 31st of December of the year in which the financial year ended, no remarks shall be recorded thereafter. The member of Service will be assessed based on the overall record and self-assessment of the year concerned, if he had given his self-assessment in time and the Reporting Authority, Reviewing Authority and the Accepting Authority have not completed the PAR according to the time schedule given in para 9.1.

9.5. The member of Service reported upon shall, while forwarding his self-appraisal to the Reporting Authority, endorse a copy of the self-appraisal, to the nodal officer and keep a record of the same as evidence that he had submitted the same in time.

9.6. The Reporting Authority shall record his comments in the PAR of the officer reported upon within the stipulated time and send it to the Reviewing Authority along with a copy thereof to the nodal Authority.

9.7. In case the Reporting Authority fails to submit the PAR to the Reviewing Authority within the stipulated period under intimation to the nodal officer, the nodal officer shall send a copy of self-appraisal directly to the Reviewing Authority and authorize him to initiate the PAR. The nodal officer shall also keep a note of the failure of the Reporting Authority to submit the PAR of his subordinate in time for an appropriate entry in the PAR of such Reporting Authorities.

9.8. The nodal officer shall evolve a suitable mechanism to ensure that the remarks of the Reporting, the Reviewing and the Accepting Authorities are recorded without fail by the dates given in the schedule below Para 9.1.

10. Mapping of Departments to Domains

I. Agriculture and Rural Development	
1) Department of Agriculture & Cooperation	2) Department of Agricultural Research & Education
3) Department of Animal Husbandry, Dairying & Fisheries	4) Ministry of Agro & Rural Industries
5) Department of Rural Development	6) Ministry of Panchayati Raj
7) Department of Land Resources	8) Department of Drinking Water Supply
9) Department of Food & Public Distribution 11) Ministry of Food Processing Industries	10) Department of Consumer Affairs
II. Social Development	
1) Department of Health	2) Department of Family Welfare
3) Department of Ayurveda, Yoga & Naturopathy, Unani, Siddha and Homeopathy (AYUSH)	4) Department of Secondary & Higher Education
5) Department of elementary education & Literacy	6) Department of Women & Child Development
7) Ministry of Social Justice & Empowerment	8) Department of Urban Employment & Poverty Alleviation
9) Ministry of Overseas Indian Affairs	
III. Culture and Information	
1) Ministry of Information & Broadcasting	2) Ministry of Culture
3) Ministry of Tourism	4) Ministry of Tribal Affairs
5) Ministry of Youth Affairs & Sports	
IV. Natural Resource Management	
1) Ministry of Environment & Forests	2) Ministry of Water Resources
3) Department of Ocean Development	4) Ministry of Mines
V. Energy and Environment	
1) Department of Atomic energy	2) Ministry of Non-Conventional Energy Sources
3) Ministry of Coal	4) Ministry of Petroleum & Natural Gas
5) Ministry of Power	
VI. Communication Systems and Connectivity Infrastructure	
1) Ministry of Civil Aviation	2) Department of Information Technology

3) Department of Telecommunication	4) Department of Posts
5) Department of Road Transport & Highways	6) Department of Shipping
VII. Public Finance & Financial Management	
1) Department of Disinvestment	2) Department of Expenditure
3) Department of Economic Affairs	4) Department of Revenue
5) Ministry of Company Affairs	6) Planning Com mission
7) Ministry of Statistics & Programme Implementation	
VIII. Industry and Trade	
1) Department of Industrial Policy & Promotion	2) Department of Chemicals & Petrochemicals
3) Department of Commerce	4) Department of Heavy Industries
5) Department of Fertilizers	6) Ministry of Textiles
7) Department of Public Enterprises	8) Ministry of Small Sale Industries
IX. Internal Affairs and Defence	
1) Department of Defence	2) Department of Defence Production
3) Department of Defence Research & Development	4) Department of Ex-Servicemen Welfare
5) Department of Internal Security	6) Department of States
7) Department of Official Language	8) Department of Home
9) Department of Jammu & Kashmir Affair	10) Department of Border Management
11) Ministry of Development of North Eastern Region	
X. Housing & Urban Affairs	
1) Ministry of Urban Development	
XI. Personnel & General Administration, Governance Reform, Regulatory Systems	
1) Department of Personnel & Training	2) Department of Administrative Reforms & Public Grievances
3) Department of Pensions & Pensioners Welfare	4) Department of Legal Affairs
5) Legislative Department	6) Department of Justice
7) Cabinet Secretariat	8) Ministry of Labour & Employment
9) President's Secretariat	10) Ministry of Parliamentary Affairs
11) Prime Minister's Office	12) UPSC
13) Election Commission	
XII. Science & Technology	
1) Department of Science & Technology	2)Department of Scientific & Industrial Research
3) Department of Bio-Technology	4) Department of Space

Form II

[See rule 4]

The All India Services (Performance Appraisal Report) Rules, 2007

(Applicable for IAS officers of the level of Secretary or Additional Secretary or equivalent to Government of India)

Performance Appraisal Report for the period from __________ to ___________

Section I – Basic Information

(To be filled in by the Administration Division/Personnel Department)

1. Name of the officer reported upon:							
2. Service:		3. Cadre:		4. Year of allotment:		5. Date of Birth:	
6. Present Grade:		7. Present post:					

8. Date of appointment to present post:

9. Reporting, Reviewing and Accepting Authorities

	Name & Designation	Period worked
Reporting Authority		
Reviewing Authority		
Accepting Authority		

10. Period of absence on leave, etc.

	Period	Type	Remarks
On Leave (specify type)			
Others (specify)			

11. Training Programs attended

Date from	Date to	Institute	Subject

12. Awards/Honours

13. Details of PARs of AIS officers not written by the officer as reporting/reviewing authority for the previous year

14. Date of filing the property return for year ending December	
15. Date of last prescribed medical examination (for officers over 40 years of age) (Attach copy of Part 'C' of Report)	

Date: Signature on behalf of Admn/Personnel Dept

Section II

1. Declaration

Have you filed your immovable property return, as due. If yes, please mention date.	Yes/No	Date
Have you undergone the prescribed medical check up?	Yes/No	
Have you set the annual work plan for all officers for the current year, in respect of whom you are the reporting authority?	Yes/No	
Have you prepared the work plan for yourself?	Yes/No	
Have you enclosed a note on important achievements during the period?	Yes/No	

Date: Signature Officer reported upon

Section III

Appraisal

1. Assessment of Attributes (This assessment should rate the officer vis-à-vis his peers and not the general population. Grades should be assigned on a scale of 1-10, in whole numbers, with 1 referring to the lowest grade and 10 to the best grade. 70% weightage will be assigned to this item).

	Reporting officer	Reviewing officer	Initial of Reviewing Officer
i) Attitude to work			
ii) Decision making ability			
iii) Initiative			
iv) Ability to inspire and motivate			
v) Strategic Planning ability/innovativeness			
vi) Coordination ability			
Overall grading on attributes			

2. Assessment of work output (This assessment should rate the officer vis-à-vis his peers and not the general population. Grades should be assigned on a scale of 1-10, in whole numbers, with 1 referring to the lowest grade and 10 to the best grade. 30% weightage will be assigned to this item.)

	Reporting officer	Review officer	Initial of Reviewing Officer
i) Accomplishment of Planned Work			
ii) Quality of Output			
iii) Accomplishment of exceptional work/ unforeseen tasks during the period			
Overall Grading on 'Work Output'			

3. Integrity

Please comment on the integrity of the officer, keeping in mind both his financial integrity and his moral integrity.

4. Pen picture by the Reporting Authority.

Please comment (in about 100 words) on the overall qualities of the officer including areas of strengths and lesser strengths and his attitude towards weaker sections.

5. Recommendation relating to domain assignment (Please tick mark any four).

Agriculture and Rural Development	Public Finance & Financial Management
Social Development	Industry and Trade
Culture and Information	Internal Affairs and Defence
Natural Resource Management	Housing & Urban Affairs
Energy and Environment Communication Systems and Connectivity Infrastructure	Personnel & General Administration, Governance Reform, Regulatory Systems Science & Technology

6. Overall Grade on a scale of 1-10 ☐

Date Signature of Reporting Authority

Section IV – Review

1. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in section III? Do you agree with the assessment of the reporting officer in respect of extraordinary achievements and/or significant failures of the moS / officer reported upon?

(In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in that section and initial your entries**)**

Yes	No

2. In case of difference of opinion details and reasons for the same may be given.

3. Please comment (in about 100 words) on the overall qualities of the officer including areas of strengths and lesser strengths and his attitude towards weaker sections.

4. Recommendation relating to domain assignment (Please tick mark any four)

Agriculture and Rural Development	Public Finance & Financial Management
Social Development	Industry and Trade

Culture and Information	Internal Affairs and Defence
Natural Resource Management	Housing & Urban Affairs
Energy and Environment	Personnel & General Administration, Governance Reform, Regulatory Systems
Communication Systems and Connectivity Infrastructure	Science & Technology

5. Overall Grade on a scale of 1-10

Date: Signature of Reviewing Authority

Section V – Acceptance

1. Do you agree with the remarks of the reporting/reviewing authorities?

Yes	No

2. In case of difference of opinion details and reasons for the same may be given.

3. Overall Grade on a scale of 1-10

Date Signature of Accepting Authority

General guidelines for filling up the PAR form for IAS officers of the level of Secretary or Additional Secretary or equivalent to the Government of India.

1. Introduction

1.1. The Performance Appraisal Report is an important document. It provides the basic and vital inputs for further development of an officer. The officer reported upon, the Reporting Authority, the Reviewing Authority and the Accepting Authority should, therefore, undertake the duty of filling up the form with a high sense of responsibility.

1.2 Performance appraisal should be used as a tool for career planning and training, rather than a mere judgmental exercise. Reporting Authorities should realize that the objective is to develop an officer so that he/she realizes his/her true potential. It is not meant to be a faultfinding process but a developmental tool. The Reporting Authority, the Reviewing Authority and the Accepting Authority should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.

1.3 The columns should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the higher authorities.

1.4 Although the actual documentation of performance appraisal is a year-end exercise, in order that it may be a tool for human resource development, career planning and training, rather than a mere judgmental exercise, the Reporting Authority and the officer reported upon should meet during the course of the year at regular intervals to review the performance and to take necessary corrective steps.

2. Section-I

2.1 This Section should be filled up in the Administration Division/Personnel Deptt. Period of report could either be the entire reporting year, namely, from 1st of April to 31st March or a part of the year (exceeding 3 months). In case the period of report is a full year, it should be indicated accordingly;

for example, 2007-2008. In case the period of report is less than the entire year, specific start and end dates should be indicated, for example, 10th September 2007 – 31st March 2008.

2.2 Information on the present grade (pay-scale) as well as present post (actual designation and organization) and the date from which he/she has been on his/her present post needs to be mentioned.

2.3 In the table relating to reporting, reviewing and accepting authorities the name and designation of the reporting, reviewing and accepting authorities should be mentioned so that the officer reported upon is clear about whom he/she is required to send the report to.

2.4 The period of absence from duty, on leave, training, or for other reasons, should also be mentioned in this section in the table provided for the purpose. Details of the training attended date of filing of property returns and whether the officer reported upon has reported/reviewed should be mentioned in the table for the purpose and annual performance report of all his/her subordinate officers for the previous year.

2.5 This Section provides for regular annual medical examination. The health check is mandatory for all officers above the age of 40 and may be totally dispensed with officers below the age of 40, except in case of medical incident. A copy of Part C of the health check up report is to be attached to the PAR Form by the Admin./Personnel Deptt. and a copy provided to the member of the Service. The format of the health check up is given at Schedule 2.

3. Section -II

This Section requires the officer reported upon to record certain certificates about submission of property returns, annual medical check up, setting up of annual work plan for whom he/she would be the reporting authority as well as for himself. The officer has to report on the preparation of the work plan for himself and has the option to enclose a note on the important achievements during the period.

4. Section -III

4.1 The reporting authority is required to record a numerical grade in respect of certain attributes and work output.

4.2 This Section requires the reporting authority to record a numerical grade in respect of the work output of the officer reported upon both in respect of the planned work as well as the unforeseen tasks. A numerical grade is also required in respect of the “quality” of the output. In doing so, the reporting authority should take into account the costs incurred (whether the officer reported upon has been cost conscious), the time taken and whether the laid down rules/procedures have been adhered to in accomplishing the tasks.

4.3 Section III requires the reporting authority to comment on the integrity of the officer reported upon. In recording remarks with regard to integrity, he/she need not limit him/herself only to matters relating to financial integrity but could also take into account the moral and intellectual integrity of the officer reported upon. The following procedure should be followed in filling up the column relating to integrity:

(i) If the Officer’s integrity is beyond doubt, it may be stated

(ii) If there is any doubt or suspicion, the column should be left blank and action taken as under:

(a) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the Performance Appraisal Report to the next superior officer who will ensure that the follow up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state either that he/she had not watched the officer’s work for sufficient time to form a definite judgement or that he/she has heard nothing against the officer, as the ase may be.

(b) If, as a result of the follow up action, the doubts or suspicions are cleared, the officer’s integrity should be certified and an entry made accordingly in the Performance Appraisal Report.

(c) If the doubts or suspicions are confirmed, this fact should also be recorded and duly communicated to the officer concerned.

(d) If as a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed, the officers conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.

4.4 The reporting authority is also required to record a descriptive pen-picture on the overall qualities of the officer reported upon and his/her performance including his attitude towards weaker sections. This need not exceed about 100 words and should try to cover overall qualities of the officer including areas of strengths and lesser strengths. The pen-picture is also meant to be a qualitative supplement to the quantitative assessments made earlier part of this section.

4.5 The reporting authority is then required to make recommendations relating to domain assignment. The list of domains is at para 10.

4.6 Finally, the reporting authority is required to record an overall grade. This should also be done on a scale of 1-10, with 1 referring to the lowest grade and 10 to the highest.

5. Section-IV

5.1 This Section is to be filled up by the reviewing authority. He/she is required to indicate if he/she agrees with the assessments made by the reporting officer. In case of disagreement, he/she may record his/her own assessment against the work output or any of the attributes in the column specifically provided for the purpose. In case of agreement, he/she need not fill in the column meant for him/her in the attributes/work output tables.

5.2 The reviewing authority is required to record a descriptive pen-picture, not exceedingabout 100 words, on the overall qualities of the officer reported upon and his/her performance including his attitude towards weaker sections, pen-picture and recommendations relating to domain assignment. Finally he/she is required to record an overall grade in the scale of 1-10.

6. Section-V

6.1 This Section is to be filled by the accepting authority. He/she is required to indicate if he/she agrees with the assessments made by the reporting authority/reviewing authorities. In case of difference of opinion, he/she is required to give details and reasons for the same in the column specifically provided for the purpose in the table in Section V.

7. Numerical Grades

7.1 At several places, numerical grades are to be awarded by reporting and review authorities. These should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest. It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them or would have worked under them in the past.

7.2 **Weightage & Mean**

Weights have been assigned to attributes and work output. The overall grade will be based on the addition of the mean value of each group of indicators/descriptive picture in proportion to weightage assigned. The overall grade will be the average mean of all the numerical indicators assigned by the authority.

8. Disclosure

8.1 There should be more openness in the system of appraisal. The annual PAR, including the overall grade and integrity, should be communicated to the officer reported upon after it has been finalized by the accepting authority.

8.2 **Representation**

The officer reported upon may have the option to give his comments on the PAR. Suchcomments may be restricted to the specific factual observations contained in the Performance Appraisal Report leading to the assessment of the officer in terms of attributes and output. If comments are submitted, the Reporting/Reviewing/Accepting Authority would have the option to accept them and modify the PAR accordingly. If the comments are not accepted, the views of the Reporting/Reviewing/Accepting Authority would be communicated with reasons to the officer reported upon. Thereafter, only if the officer reported upon so desires, he may request for the matter to be forwarded to the Referral Board. The representation shall be confined to errors of facts and nothing else. The Referral Board shall give clear findings on the

representation and take a final decision on the assessment, including the overall grading in regard to the parameters affected thereby. In case of an adverse entry, the entry and the overall grading may be communicated. In case an entry is upgraded or down graded, reasons for same may be recorded in the PAR.

9. Schedule for completion of PARs of IAS Officers

9.1 The following schedule should be strictly followed -

Reporting Year – Financial Year

Activity	Cut-off dates
Blank PAR form to be given to the officer reported upon by the Administration Division/Personnel Department, specifying the reporting officer and reviewing authority	1st June
Filling in Section II by the officer reported upon	15th June*
Appraisal by reporting authority	15th July
Appraisal by reviewing authority	15th August
Appraisal by accepting authority	15th September
Disclosure to the officer reported upon	30th September
Comments of the officer reported upon, if any (if none, transmission of the PAR to the DOPT)	15th October
Forwarding of comments of the officer reported upon to the reviewing and the reporting authority by the accepting authority, in case the officer reported upon makes comments	31st October
Comments of reporting authority	15th November
Comments of reviewing authority	30th November
Comments of accepting authority/PAR to be finalized and disclosed to him	15th December
Representation to the Referral Board by the officer reported upon	31st December
Forwarding of representation to the Referral Board along with the comments of reporting authority/reviewing authority and accepting authority	31st January
Finalization by Referral Board if the officer reported upon represents against the decision of the Accepting Authority.	28th February
Disclosure to the officer reported upon	15th March
End of entire PAR Process	31st March

*They are required to fill in only Section II - Declaration

9.2 The completed PAR should reach the Cadre Controlling Authorities by 31st March the llowing year. The Cadre Controlling Authority will prepare a list of PARs not received and follow up with the Secretaries of the concerned Ministries and Chief Secretaries of the respective States.

9.3 Secretary (Personnel) in the State and Establishment Officer in the Centre shall be the Nodal officers to ensure that the PARs of the members of Service, duly completed, are sent to the Cadre Controlling Authority by 31st March of the following year. They shall send a list each of the members of Service whose PARs are to be written and reviewed to the concerned Reporting/Reviewing/Accepting Authorities by 15th April every year to enable them to ensure completion of PARs within the time-schedule

9.4. If a PAR relating to a financial year is not recorded by the 31st of December of the year in which the financial year ended, no remarks shall be recorded thereafter.

9.5. The Reporting Authority shall record his comments in the PAR of the officer reported upon within the stipulated time and send it to the Reviewing Authority along with a copy thereof to the nodal Authority

9.6. The nodal officer shall evolve a suitable mechanism to ensure that the remarks of the Reporting, the Reviewing and the Accepting Authorities are recorded without fail by the dates given in the schedule below Para 9.1.

10. **Mapping of Departments to Domains**

I. Agriculture and Rural Development	
1) Department of Agriculture & Cooperation	2) Department of Agricultural Research & Education
3) Department of Animal Husbandry, Dairying & Fisheries	4) Ministry of Agro & Rural Industries
5) Department of Rural Development	6) Ministry of Panchayati Raj
7) Department of Land Resources	8) Department of Drinking Water Supply
9) Department of Food & Public Distribution	10) Department of Consumer Affairs
11) Ministry of Food Processing Industries	
II. Social Development	
1) Department of Health	2) Department of Family Welfare
3) Department of Ayurveda, Yoga & Naturopathy, Unani, Siddha and Homeopathy (AYUSH)	4) Department of Secondary & Higher Education
5) Department of elementary education & Literacy	6) Department of Women & Child Development
7) Ministry of Social Justice & Empowerment	8) Department of Urban Employment & Poverty Alleviation
9) Ministry of Overseas Indian Affairs	
III. Culture and Information	
1) Ministry of Information & Broadcasting	2) Ministry of Culture
3) Ministry of Tourism	4) Ministry of Tribal Affairs
5) Ministry of Youth Affairs & Sports	
IV. Natural Resource Management	
1) Ministry of Environment & Forests	2) Ministry of Water Resources
3) Department of Ocean Development	4) Ministry of Mines
V. Energy and Environment	
1) Department of Atomic energy	2) Ministry of Non-Conventional Energy Sources
3) Ministry of Coal	4) Ministry of Petroleum & Natural Gas
5) Ministry of Power	
VI. Communication Systems and Connectivity Infrastructure	
1) Ministry of Civil Aviation	2) Department of Information Technology
3) Department of Telecommunication	4) Department of Posts
5) Department of Road Transport & Highways	6) Department of Shipping
VII. Public Finance & Financial Management	
1) Department of Disinvestment	2) Department of Expenditure
3) Department of Economic Affairs	4) Department of Revenue
5) Ministry of Company Affairs	6) Planning Commission
7) Ministry of Statistics & Programme Implementation	
VIII. Industry and Trade	
1) Department of Industrial Policy & Promotion	2) Department of Chemicals & Petrochemicals
3) Department of Commerce	4) Department of Heavy Industries

5) Department of Fertilizers	6) Ministry of Textiles
7) Department of Public Enterprises	8) Ministry of Small Sale Industries
IX. Internal Affairs and Defence	
1) Department of Defence	2) Department of Defence Production
3) Department of Defence Research & Development	4) Department of Ex-Servicemen Welfare
5) Department of Internal Security	6) Department of States
7) Department of Official Language	8) Department of Home
9) Department of Jammu & Kashmir Affair	10) Department of Border Management
11) Ministry of Development of North Eastern Region	
X. Housing & Urban Affairs	
1) Ministry of Urban Development	
XI. Personnel & General Administration, Governance Reform, Regulatory Systems	
1) Department of Personnel & Training	2) Department of Administrative Reforms & Public Grievances
3) Department of Pensions & Pensioners Welfare	4) Department of Legal Affairs
5) Legislative Department	6) Department of Justice
7) Cabinet Secretariat	8) Ministry of Labour & Employment
9) President's Secretariat	10) Ministry of Parliamentary Affairs
11)Prime Minister's Office	12) UPSC
13)Election Commission	
XII. Science & Technology	
1) Department of Science & Technology	2)Department of Scientific & Industrial Research
3) Department of Bio-Technology	4) Department of Space

Form III
[See rule 4]

The All India Services (Performance Appraisal Report) Rules, 2007

[Applicable for IAS officers who are on deputation under rule 6 (2)(II)]

Performance Appraisal Report for the period from _________ to __________

Section I – Basic Information

(To be filled in by the Administration Division/Personnel Department)

1. Name of the officer reported upon:
2. Service: ____ 3. Cadre: ____ 4. Year of allotment: ____ 5. Date of Birth: ____
6. Present Grade: ____ 7. Present post: ____
8. Date of appointment to present post:
9. Reporting, Reviewing and Accepting Authorities

	Name & Designation	Period worked
Reporting Authority		
Reviewing Authority		
Accepting Authority		

10.Period of absence on leave, etc.

	Period	Type	Remarks
On Leave (specify type)			
Others (specify)			

11.Training Programs attended

Date from	Date to	Institute	Subject

12. Awards/Honours

13. Details of PARs of AIS officers not written by the officer as reporting/reviewing authority for the previous year

14. Date of filing the property return for year ending December
15. Date of last prescribed medical examination (Attach copy of Part 'C' of Report)

Signature on behalf of
Admn/Personnel Dept

Date:

Section II – Self Appraisal

1.Brief description of duties:

(Objectives of the position you hold and the tasks you are required to perform, in about 100 words)

2.Annual work plan and achievement:

Tasks to be performed	Deliverables 5[1]		Actual Achievement 6[2]
	Initia l7[3]	Mid year 8[4]	

5[1] Deliverables refer to quantitative or financial targets or verbal description of expected outputs.

6[2] Actual achievement refers to achievement against the specified deliverables in respect of each task (as updated at mid-year). No explanations for divergences are to be given in this table.

7[3] Initial listing of deliverables are to be finalized within 1 month of the start of the period under report.

8[4] Mid year listing of deliverables are to be finalized within 6 months of the start of the period under report.

3.During the period under report, do you believe that you have made any exceptional contribution? If so, please five a verbai deserption (within 100 words)

4. Declaration

Have you filed your immovable property return, as due. If yes, please mention date.	Yes/No	Date
Have you undergone the prescribed medical check up?	Yes/No	
Have you set the annual work plan for all officers for the current year, in respect of whom you are the reporting authority?	Yes/No	

Date: Signature of officer reported upon

Section III **Appraisal**

1. Assessment of Attributes (This assessment should rate the officer vis-à-vis his peers and not the eneral population. Grades should be assigned on a scale of 1-10, in whole numbers, with 1 referring to the lowest grade and 10 to the best grade). 70% weightage will be assigned to this item.

	Reporting officer	Review officer	Initial of Reviewing Officer
i) Attitude to work			
ii) Decision making ability			
iii) Initiative			
vi) Ability to inspire and motivate			
v) Strategic Planning ability/innovativeness			
vi) Coordination ability			
Overall grading on attributes			

2. Assessment of work output (This assessment should rate the officer vis-à-vis his peers and not the general population. Grades should be assigned on a scale of 1-10, in whole numbers, with 1 referring to the lowest grade and 10 to the best grade. 30% weightage will be assigned to this item.)

	Reporting officer	Review officer	Initial of Reviewing Officer
i. Accomplishment of Planned Work			
Ii Quality of Output			
iii. Accomplishment of unforeseen tasks/ exceptional work during the period			
Overall Grading on 'Work Output'			

3. Integrity

Please comment on the integrity of the officer, keeping in mind both his financial integrity and his moral integrity.

4. Pen picture by the Reporting Authority. Please comment (in about 100 words) on the overall qualities of the officer including areas of strengths and lesser strengths.

5. Recommendation relating to domain assignment (Please tick mark any four).

Agriculture and Rural Development	Public Finance & Financial Management
Social Development	Industry and Trade
Culture and Information	Internal Affairs and Defence
Natural Resource Management	Housing & Urban Affairs
Energy and Environment Communication Systems and Connectivity Infrastructure	Personnel & General Administration, Governance Reform, Regulatory Systems Science & Technology

6. Overall Grade on a scale of 1-10

Date   Signature of Reporting Authority

Section IV – Review

1. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in section III? Do you agree with the assessment of the reporting officer in respect of extraordinary achievements and/or significant failures of the moS / officer reported upon?
(In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in that section and initial your entries)

Yes	No

2. In case of difference of opinion details and reasons for the same may be given.

3. Please record a pen-picture of the Officer reported upon in about 100 words on the overall qualities of the officer including areas of strengths and lesser strengths.

4. Recommendation relating to domain assignment (Please tick mark any four)

Agriculture and Rural Development	Public Finance & Financial Management
Social Development	Industry and Trade
Culture and Information	Internal Affairs and Defence
Natural Resource Management	Housing & Urban Affairs
Energy and Environment	Personnel & General Administration, Governance Reform, Regulatory Systems
Communication Systems and Connectivity Infrastructure	Science & Technology

5. Overall Grade on a scale of 1-10

Signature of Reviewing

Date: Authority

Section VI – Acceptance

1. Do you agree with the remarks of the reporting/reviewing authorities?

Yes	No

2. In case of difference of opinion details and reasons for the same may be given.

3. Overall Grade on a scale of 1-10

Date

Signature of Accepting Authority

General guidelines for filling up the PAR form for IAS officers who are on deputation under Rule 6(2) (ii)

1. Introduction

1.1. The Performance Appraisal Report is an important document. It provides the basic and vital inputs for further development of an officer. The officer reported upon, the Reporting Authority, the reviewing Authority and the Accepting Authority should, therefore, undertake the duty of filling up the form with a high sense of responsibility.

1.2 Performance appraisal should be used as a tool for career planning and training, rather than a mere judgmental exercise. Reporting Authorities should realize that the objective is to develop an officer so that he/she realizes his/her true potential. It is not meant to be a faultfinding process but a developmental tool. The Reporting Authority, the Reviewing Authority and the Accepting Authority should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.

1.3. The columns should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the higher uthorities

1.4. Although the actual documentation of performance appraisal is a year-end exercise, in order that it may be a tool for human resource development, career planning and training, rather than a mere judgmental exercise, the Reporting Authority and the officer reported upon should meet during the course of the year at regular intervals to review the performance and to take necessary corrective steps

2. Section-I

2.1 This Section should be filled up in the Administration Division/Personnel Deptt. Period of report could either be the entire reporting year, namely, from 1st of April to 31st March or a part of the year (exceeding 3 months). In case the period of report is a full year, it should be indicated accordingly; for example, 2007-2008. In case the period of report is less than the entire year, specific start and end dates should be indicated, for example, 10th September 2007 – 31st March 2008.

2.2 Information on the present grade (pay-scale) as well as present post (actual designation and organization) and the date from which he/she has been on his/her present post needs to be mentioned.

2.3 In the table relating to reporting, reviewing and accepting authorities the name and designation of the reporting, reviewing and accepting authorities should be mentioned so that the officer reported upon is clear about whom he/she is required to send the report to.

2.4 The period of absence from duty, on leave, training, or for other reasons, should also be mentioned in this section in the table provided for the purpose. Details of the training attended date of filing of property returns and whether the officer reported upon has reported/reviewed should be mentioned in the table for the purpose and annual performance report of all his/her subordinate officers for the previous year.

2.5 This Section provides for regular annual medical examination. The health check may be mandatory for all officers above the age of 40 and may be totally dispensed with officers below the age of 40, except in case of medical incident. A copy of Part C of the health check up report is to be attached to the PAR Form by the Admin./Personnel Deptt. and a copy provided to the member of the Service. The format of the health check up is given in Annexure IV.

3. Section-II

3.1 The officer reported upon is first required to give brief description of his/her duties and responsibilities, which would normally not exceed about 100 words. Ideally, this should be in bullet form.

3.2 All officers are required to develop a work plan for the year and agree upon the same with the reporting officer. The work plan should incorporate the relative annual work rhythm and budgetary cycle. This exercise is to be carried out at the beginning of the year and finalized by 30th April, positively. In case of a change of the reporting officer during the year, the work plan agreed with the previous reporting officer would continue to apply. The work plan agreed upon at the beginning of the year has to be reviewed again during the month of September/October as a mid-year exercise and finalized by 31st October. Based on this review the work plan may undergo some changes from that originally prepared.

3.3 After the work plan is prepared, it is possible that the officer reported upon is transferred out. There need not be more than one work plan for one post each year. The period spent by the officer during the year and his contribution could be considered for evaluating his performance against the work plan. In the case of mid-term transfers, continuty and assessment of work and the lower performance profile in he first quarter should be taken into consideration.

3.4 The work plans, duly signed by the officer reported upon and the reporting authority has to be submitted to the reviewing authority for his/her perusal and custody. The performance appraisal form provides for an assessment of the accomplishments vis-à-vis the work plan agreed at the commencement of the year and reviewed mid- year. The officer reported upon is required to fill up the table provided for the purpose in Section-II.

3.5 It is not necessary that the work plan should be entirely quantitative in nature. While for field level posts, the work plan would consist essentially of quantifiable targets, for secretarial level posts it would consist of policy objectives to be achieved etc.

4. Section-III

4.4 The reporting authority is required to record a numerical grade in respect of certain attributes and work output.

4.5 This Section requires the reporting authority to record a numerical grade in respect of the work output of the officer reported upon both in respect of the planned work as well as the unforeseen tasks. A numerical grade is also required in respect of the "quality" of the output. In doing so, the reporting authority should take into account the costs incurred (whether the officer reported upon has been cost conscious), the time taken and whether the laid down rules/procedures have been adhered to in accomplishing the tasks.

4.6 Section III requires the reporting authority to comment on the integrity of the officer reported upon. In recording remarks with regard to integrity, he/she need not limit him/herself only to matters relating to financial integrity but could also take into account the moral and intellectual integrity of the officer reported upon. The following procedure should be followed in filling up the column relating to integrity:

(i) If the Officer's integrity is beyond doubt, it may be stated.

(ii) If there is any doubt or suspicion, the column should be left blank and action taken as under:

(a) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the Performance Appraisal Report to the next superior officer who will ensure that the follow up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state either that he/she had not watched the officer's work for sufficient time to form a definite judgement or that he/she has heard nothing against the officer, as the case may be.

(b) If, as a result of the follow up action, the doubts or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly in the Performance Appraisal Report.

(c) If the doubts or suspicions are confirmed, this fact should also be recorded and duly communicated to the officer concerned.

(d) If as a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed, the officers conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.

4.4 The reporting authority is also required to record a descriptive pen-picture on the overall qualities of the officer reported upon and his/her performance including areas of strengths and lesser strengths. This need not exceed about 100 words and should try to cover overall qualities of the officer including areas of strengths and lesser strengths. The pen-picture is also meant to be a qualitative supplement to the quantitative assessments made earlier part of this section.

4.5 The reporting authority is then required to make recommendations relating to domain assignment. The list of domains is at para 9.

4.6 Finally, the reporting authority is required to record an overall grade. This should also be done on a scale of 1-10, with 1 referring to the lowest grade and 10 to the highest.

5. Section-IV

5.1 This Section is to be filled up by the reviewing authority. He/she is required to indicate if he/she agrees with the assessments made by the reporting officer. In case of disagreement,he/she may record his/her own assessment against the work output or any of the attributes in the column specifically provided for the purpose. In case of agreement, he/she need not fill in the column meant for him/her in the attributes/work output tables.

5.2 The reviewing authority is required to record a pen-picture, not exceeding about 100 words,including areas of strengths and lesser strengths and recommendations relating to domain assignment. Finally he/she is required to record an overall grade in the scale of 1-10.

6. Section-V

6.1 This Section is to be filled by the accepting authority. He/she is required to indicate if he/she agrees with the assessments made by the reporting authority/reviewing authorities. In case of difference of opinion, he/she is required to give details and reasons for the same in the column specifically provided for the purpose in the table in Section V.

7. Numerical Grades

7.1 At several places, numerical grades are to be awarded by reporting and review authorities. These should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest. It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them or would have worked under them in the past.

7.2 **Weightage & Mean**

Weights have been assigned to attributes and work output. The overall grade will be based on the addition of the mean value of each group of indicators/descriptive picture in proportion to weightage assigned.

8. Schedule for completion of PARs of IAS Officers

The completed PAR should reach the Cadre Controlling Authorities by 31st March the following year. The Cadre Controlling Authority will prepare a list of PARs not received and follow up with the concerned organisations.

9. Mapping of Departments to Domains

I. Agriculture and Rural Development	
1) Department of Agriculture & Cooperation	2) Department of Agricultural Research & Education
3) Department of Animal Husbandry, Dairying & Fisheries	4) Ministry of Agro & Rural Industries
5) Department of Rural Development	6) Ministry of Panchayati Raj
7) Department of Land Resources	8) Department of Drinking Water Supply
9) Department of Food & Public Distribution	10) Department of Consumer Affairs
11) Ministry of Food Processing Industries	
II. Social Development	
1) Department of Health	2) Department of Family Welfare
3) Department of Ayurveda, Yoga & Naturopathy, Unani, Siddha and Homeopathy (AYUSH)	4) Department of Secondary & Higher Education
5) Department of elementary education & Literacy	6) Department of Women & Child Development
7) Ministry of Social Justice & Empowerment	8) Department of Urban Employment & Poverty Alleviation
9) Ministry of Overseas Indian Affairs	

III. Culture and Information	
1) Ministry of Information & Broadcasting	2) Ministry of Culture
3) Ministry of Tourism	4) Ministry of Tribal Affairs
5) Ministry of Youth Affairs & Sports	
IV. Natural Resource Management	
1) Ministry of Environment & Forests	2) Ministry of Water Resources
3) Department of Ocean Development	4) Ministry of Mines
V. Energy and Environment	
1) Department of Atomic energy	2) Ministry of Non-Conventional Energy Sources
3) Ministry of Coal	4) Ministry of Petroleum & Natural Gas
5) Ministry of Power	
VI. Communication Systems and Connectivity Infrastructure	
1) Ministry of Civil Aviation	2) Department of Information Technology
3) Department of Telecommunication	4) Department of Posts
5) Department of Road Transport & Highways	6) Department of Shipping
VII. Public Finance & Financial Management	
1) Department of Disinvestment	2) Department of Expenditure
3) Department of Economic Affairs	4) Department of Revenue
5) Ministry of Company Affairs	6) Planning Com mission
7) Ministry of Statistics & Programme Implementation	
VIII. Industry and Trade	
1) Department of Industrial Policy & Promotion	2) Department of Chemicals & Petrochemicals
3) Department of Commerce	4) Department of Heavy Industries
5) Department of Fertilizers	6) Ministry of Textiles
7) Department of Public Enterprises	8) Ministry of Small Sale Industries
IX. Internal Affairs and Defence	
1) Department of Defence	2) Department of Defence Production
3) Department of Defence Research & Development	4) Department of Ex-Servicemen Welfare
5) Department of Internal Security	6) Department of States
7) Department of Official Language	8) Department of Home
9) Department of Jammu & Kashmir Affair	10) Department of Border Management
11) Ministry of Development of North Eastern Region	
X. Housing & Urban Affairs	
1) Ministry of Urban Development	
XI. Personnel & General Administration, Governance Reform, Regulatory Systems	
1) Department of Personnel & Training	2) Department of Administrative Reforms & Public Grievances
3) Department of Pensions & Pensioners Welfare	4) Department of Legal Affairs
5) Legislative Department	6) Department of Justice
7) Cabinet Secretariat	8) Ministry of Labour & Employment
9) President's Secretariat	10) Ministry of Parliamentary Affairs
11)Prime Minister's Office	12) UPSC
13)Election Commission	

XII. Science & Technology	
1) Department of Science & Technology	2)Department of Scientific & Industrial Research
3) Department of Bio-Technology	4) Department of Space

Form IIIA

[See rule 4]

The All India Services (Performance Appraisal Report) Rules, 2007

PERFORMANCE REPORT ON STUDY LEAVE/LEAVE FOR STUDY

(Applicable for IAS Officers)

(For the year/period ending________________________)

A. PERSONAL DATA

1. Name of the Officer
2. Cadre/year of allotment
3. Date of Birth
4. Present Grade Date
5. Study Leave/ Leave Details
   a) Course
   b) Institution
   c) Duration
6. Period of Sanctioned Leave
7. Details of Degree/Certificate/Diploma and Evaluation obtained during the period (copies to be enclosed)
8. Date of Filing Annual Property Returns

B. SELF ASSESSMENT: -

Officer's Signature

Date:

To be filled in duplicate and submitted to Cadre Controlling Authorities in the State and the Central Government.

Form III B

[See rule 4]

The All India Services (Performance Appraisal Report) Rules, 2007

PERFORMANCE REPORT ON TRAINING

(Applicable for IAS Officers)

(For the year/period ending

A. PERSONAL DATA

1. Name of the Officer
2. Service/Cadre/year of allotment
3. Date of Birth
4. Present Grade Date
5. Training Details
   a) Course
   b) Institution
   c) Duration
6. Details of Degree/Certificate/Diploma and Evaluation obtained during the period (copies to be enclosed)
7. Date of Filing Annual Property Returns

B. SELF ASSESSMENT: -

Officer's Signature
Date:

To be filled in duplicate and submitted to Cadre Controlling Authorities in the State and the Central Government.

"Form IV

[See rule 3]

The All India Services (Performance Appraisal Report) Rules, 2007

PROFORMA FOR HEALTH CHECK UP

Date:

Name Age Sex: M/F

Brief clinical history, if any:

A: Examination

Physical Systemic

Investigations:

Haemogram

Hb%

TLC

DLC

Peripheral Smear

Blood Sugar

F

P.P

Lipid Profile

Total Cholesterol

HDL Cholesterol

LDL Cholesterol

VLDL Cholesterol

Triglyceride

Liver Function Test

Total Bilirubin

Direct Bilirubin

Indirect Bilirubin

SGOT

SGPT

ALK Phosphatase

Kidney Function Test

Urea

Creatinine

Uric Acid

Electrolytes

Na+

K

Calcium

Inorganic Phosphates

Cardiac Profile

CPK

CK-MB

LDH

SGOT

Urine

Routine Microscopic

Sugar

Albumin

E.C.G

X-ray Chest

Ultra Sound Abdomen

Any other Investigation

Advise

(mammography and X Ray exammation to be out if advised medically)

B: Medical Report of the Officer

1. Haemoglobin level of the officer	Normal/Low
2. Blood Sugar level	Satisfactory Normal/High/Low
3. Cholesterol level of the officer	Normal/High/Low
4. Liver functioning	Satisfactory/normal/dysfunctioning
5. Kidney Status	Normal Both-one kindney not functional optunally
6. Cardiac Status	Normal/enlarged/blocked/not normal
7. In case of female officer if the Gymae and Memograplnc cheek up is normal?	vormal velow normal
C: SUMMARY OF MEDICAL REPORT (copyb to be attached to PAR)	
1. Overall Health of the officer	Excellent Very Good, Good Average
2. Any other remarks based on the health medical check up of the officer	
3. Health profile grading	Excellant very Good,Good Average

Date

Signature of Medical Authority
Designation"

G.C. PANDEY
Under Secretary to the Government of India
(F.No.11059/18/2002-AIS-III)

By Order and in the name of the Governor of Karnataka,
ASHOK P. ATRE
Under Secretary to Government,
Department of Personnel and Administrative Reforms (Services-1)

P.R. 38

ಸಂಸದೀಯ ವ್ಯವಹಾರಗಳು ಮತ್ತು ಶಾಸನ ರಚನೆ ಸಚಿವಾಲಯ

ಅಧಿಸೂಚನೆ

ಸಂಖ್ಯೆ: ಸಂವ್ಯಶಾಇ 30 ಕೇಶಾಪ್ರ 2007 ಬೆಂಗಳೂರು, ದಿನಾಂಕ: 11ನೇ ಜೂನ್ 2007

2006ನೇ ಸಾಲಿನ ಡಿಸೆಂಬರ್ 26ನೇ ದಿನಾಂಕದ ಭಾರತ ಸರ್ಕಾರದ ಗೆಜೆಟಿನ ವಿಶೇಷ ಸಂಚಿಕೆಯ ಭಾಗ– II ಸೆಕ್ಷನ್ 1ರಲ್ಲಿ ಪ್ರಕಟವಾದ ಈ ಕೆಳಕಂಡ The Essential Commodities (Amendment) Act, 2006 (Act No. 54 of 2006) ಅನ್ನು ಸಾರ್ವಜನಿಕರ ಮಾಹಿತಿಗಾಗಿ ಕರ್ನಾಟಕ ರಾಜ್ಯ ಪತ್ರದಲ್ಲಿ ಮರು ಪ್ರಕಟಿಸಲಾಗಿದೆ.

THE ESSENTIAL COMMODITIES (AMENDMENT) ACT 2006
(AS PASSED BY THE HOUSES OF PARLIMENT)

AN

ACT

further to amend the Essential Commodities Act, 1955

BE it enacted by Parliament in the Fifty-seventh Year of the Republic of India as follows:

1. Short title and commencement : (1) This Act may be called the Essential Commodities (Amendment) Act, 2006

(2) It shall come into force on such date as the Central Government may, by notification in the Official Gazette, appoint.

2. Amendment of section 2 : In the Essential Commodities Act, 1955 (10 of 1955) (hereinafter referred to as the principal Act), in section 2, clause (a) shall be omitted.

3. Insertion of new section 2A: After section 2 of the principal Act, the following section shall be inserted, namely:

Essential commodities declaration etc : '2A (1) For the purposes of this Act, "essential commodity" means a commodity specified in the Schedule.

(2) Subject to the provisions of sub-section (4),the Central Government may, if it is satisfied that it is necessary so to do in the public interest and for reasons to be specified in the notification published in the Official Gazette, amend the Schedule so as to

(a) add a commodity to the said Schedule;

(b) remove any commodity from the said Schedule.

in consultation with the State Government

(3) Any notification issued under sub-section (2) may also direct that an entry shall be made against such commodity in the said Schedule declaring that such commodity shall be deemed to be an essential commodity for such period not exceeding six months to be specified in the notification:

Provided that the Central Government may, in the public interest and for reasons to be specified , by notification in the Official Gazette, extend such period beyond the said six months.

(4) The Central Government may exercise its powers under sub-section (2)_ in respect of the commodity to which Parliament has power to make laws by virtue of Entry 33 in List III in the Seventh Schedule to the Constitution.

(5) Every Notification issued under sub-section (2) shall be laid as soon as may be after it is issued, before both Houses of Parliament.'

4. Amendment of section 3 : In section 3 of the principal Act, in sub-section (2) in clause (g), the words" or cotton textiles" shall be omitted.

5. Amendment of section 12 A : In section 12A of the principal Act, in sub-section (2), in clause (a), sub-clause (1) shall be omitted.

6. Savings of the orders issued under section 3 : All notifications, orders, directions issued or any appointment made, licence or permit granted under section 3 of the principal Act before the commencement of this Act and are in firce, in respect of the essential commodities specified in the scheduls, shall continue to remain in force until and unless it is superseded by any notification, order, appointment made, licence or permit granted or directions issued and it shall be deemed to have been issued under the corresponding provisions of this Act

THE SCHEDULE

(See section 2A)

Essential commoDities

(1) drugs

Explanation : For the purposes of this Schedule, "drugs" has the meaning assigned to it in clause (b) of section 3 of the Drugs and Cosmetics Act, 1940: (23 of 1940)

(2) fertilizer, whether inorganic, organic or mixed;

(3) foodstuffs, including edible oilseeds and oils;

(4) hank yarn made wholly from cotton;

(5) petroleum and petroleum products;

(6) raw jute textiles;

(7) (i) seeds of food-crops and seeds of fruits and vegetables;

(ii) seeds of cattle fodder; and

(iii) jute seeds.

ಕರ್ನಾಟಕ ರಾಜ್ಯಪಾಲರ ಆದೇಶಾನುಸಾರ ಮತ್ತು ಅವರ ಹೆಸರಿನಲ್ಲಿ,

ಆರ್. ಅಂಜನಿ

ಸಹಾಯಕ ಪ್ರಾರೂಪಕಾರ ಮತ್ತು ಪದನಿಮಿತ್ತ,

ಸರ್ಕಾರದ ಅಧೀನ ಕಾರ್ಯದರ್ಶಿ,

ಸಂಸದೀಯ ವ್ಯವಹಾರಗಳು ಮತ್ತು ಶಾಸನ ರಚನೆ ಇಲಾಖೆ.

ಪಿ.ಆರ್. 30